

TEAMS TIPS

MAY 2009

1. Case Note tips

- ◆ You can press F10 to display the CANO screen, **type in a different case number** (say you get a phone call and need to enter a note on it), press Enter (confirm the phone person's info displays), type the note and press Enter. Then when you press F9, TEAMS displays the original case you were working.
- ◆ **Hold down Ctrl and press End** to get to the end of the case note text.
- ◆ Use F6 for TEAMS "word wrap" after typing the note.

2. Notices

- ◆ To insert a **full blank line** in TEAMS notices, type >> >>
- ◆ Some notice text can be **copied into Case Notes**. For example, if a notice was sent describing what items were needed from the person and the person did not provide the items, that text could be selected & pasted into the closure case note.
- ◆ The **SALUTATION** field could be used to summarize the notice topic (if the default salutation is ok).

3. Use **Home-Shift-Tab** to quickly access the NEXT field.

4. Use **Ctrl** to move "down" a screen vertically. Use **Tab** to move to the next enterable field.

5. Type a character below the **TICI** field on **RECI** to view more details on a person's **timeclock**.

6. Use the **HIST** field on **AF SEPA** to get more information on a person quickly. Type any of these characters:

- ◆ S - SAPH (Sanction Person History)
- ◆ I - IPPH (Ineligibility Period Person History)
- ◆ P - PEHI (Person History)

7. The **WOHI** (Worker History) screen displays a **history of workers on a case** from 12/23/03 on. It defaults to the history of the T workers. The **WoRC** worker history is accessed by using the **WoRC** quick select field.

Tips for
WoRC too!